



CITRIX METAFRAME

ICA CLIENT

Password Change Procedures And Instructions

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Citrix MetaFrame ICA CLIENT
PASSWORD CHANGE PROCEDURES AND INSTRUCTION GUIDE

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For

Pacific Region
CIVILIAN PERSONNEL OPERATIONS CENTER

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Password Change Procedures and Instructions For Citrix ICA Clients

Citrix ICA Client logon procedures for all Pacific Region Modern DCPDS users are being changed to comply with security requirements which mandate password aging.

Department of Army, Standard Configuration Management policies have been established so that all regional customers, who require access to the Modern DCPDS application (to include the Regional Reports (CSU) application), will connect to their Regional CPOC via a MetaFrame (WinFrame) LAN connection.

The password required for connecting to the WinFrame LAN is the one that is affected by this aging policy. These passwords will expire on a 90 day cycle. When the WinFrame LAN password expires, users will automatically be prompted to input a new password. The MetaFrame server software has been configured in such a way that a password change is treated as a withdrawal as a member of the Server Farm. Unfortunately, the Pacific CPOC Systems administrators DO NOT have control over the server software.

The impact on the user is:

1. Desktop application icons are removed.
2. Connection to the PACPOC Citrix Farm will have to be re-established

Password has expired ... What the user will see:

- A. User double clicks on one of the available desktop icons

Modern DCPDS Farm

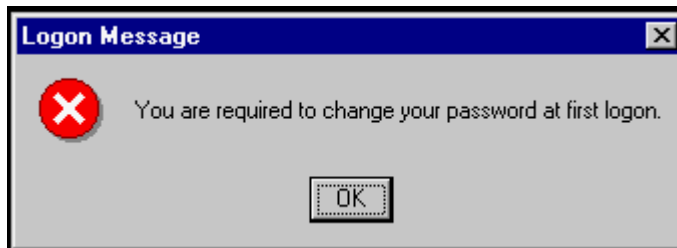



or

Regional Reports Farm



- B. Depending on the circumstances, the following Logon Message screen may be displayed



If it is, click  to display the Change Password screen

If the Logon Message screen is not displayed, the following Change Password screen will be displayed

A Windows-style dialog box titled "Change Password" with a blue header bar. It contains several input fields: "User name:" with the text "alexandg", "Domain:" with a dropdown menu showing "WINFRAME", "Old Password:" with masked text "*****", "New Password:" with an empty field, and "Confirm New Password:" with an empty field. At the bottom, there are three buttons: "OK", "Cancel", and "Help".

The current password should be displayed as ***** in the **Old Password** box
You should NOT have to enter your old WinFrame password

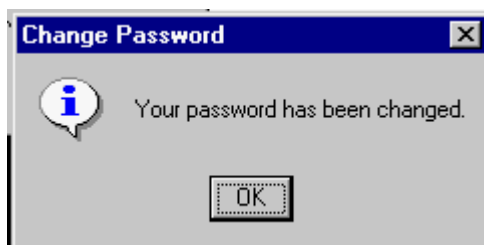
In the **New Password** box, enter a new password

Password must me a minimum of 8 alpha-numeric characters (can be a mixture of upper and lower case letters)

In the **Confirm New Password** box, enter the new password again

Click 

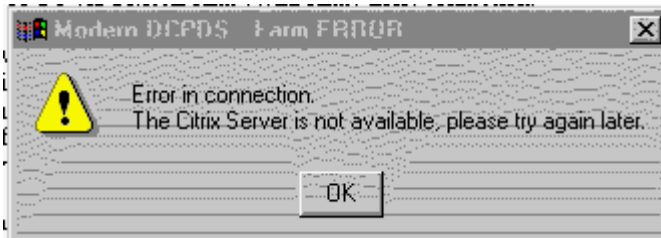
A confirmation Change Password screen should be displayed



Click 

Note: At this point, the WinFrame server software assumes that you are withdrawing as a member of the Server Farm and your desktop icons will be automatically removed.

The following screen **may** be displayed



Click 

Your connection to the WinFrame LAN will be dropped

Re-establishing your PACPOC Citrix Farm connection ... getting your desktop application icons back

The following procedures have to be followed to re-establish the connection.

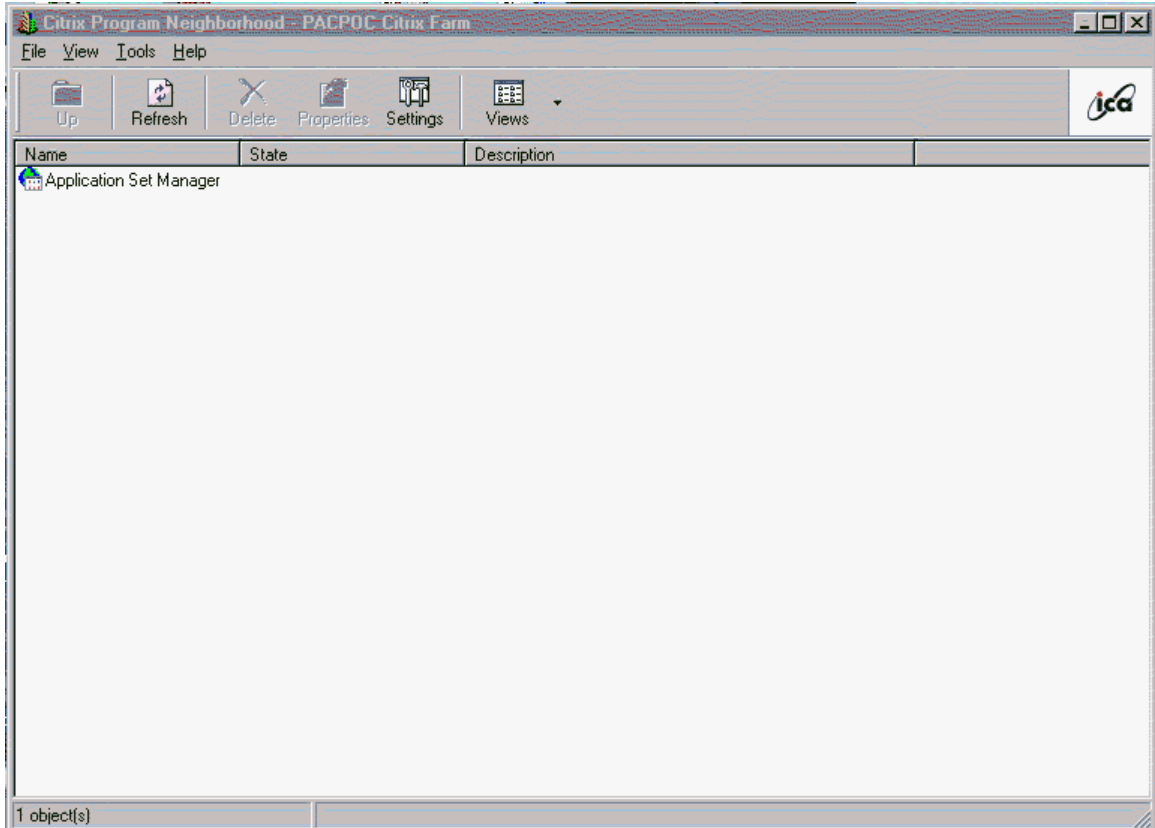
A. Open the Citrix Program Neighborhood by



Double clicking on the **Citrix Program Neighborhood** icon
or

Click **Start**
Program
Citrix ICA Client
Citrix Program Neighborhood

If the *Citrix Program Neighborhood* screen opens to **Citrix Program Neighborhood – PACPOC Citrix Farm** similar to the display below

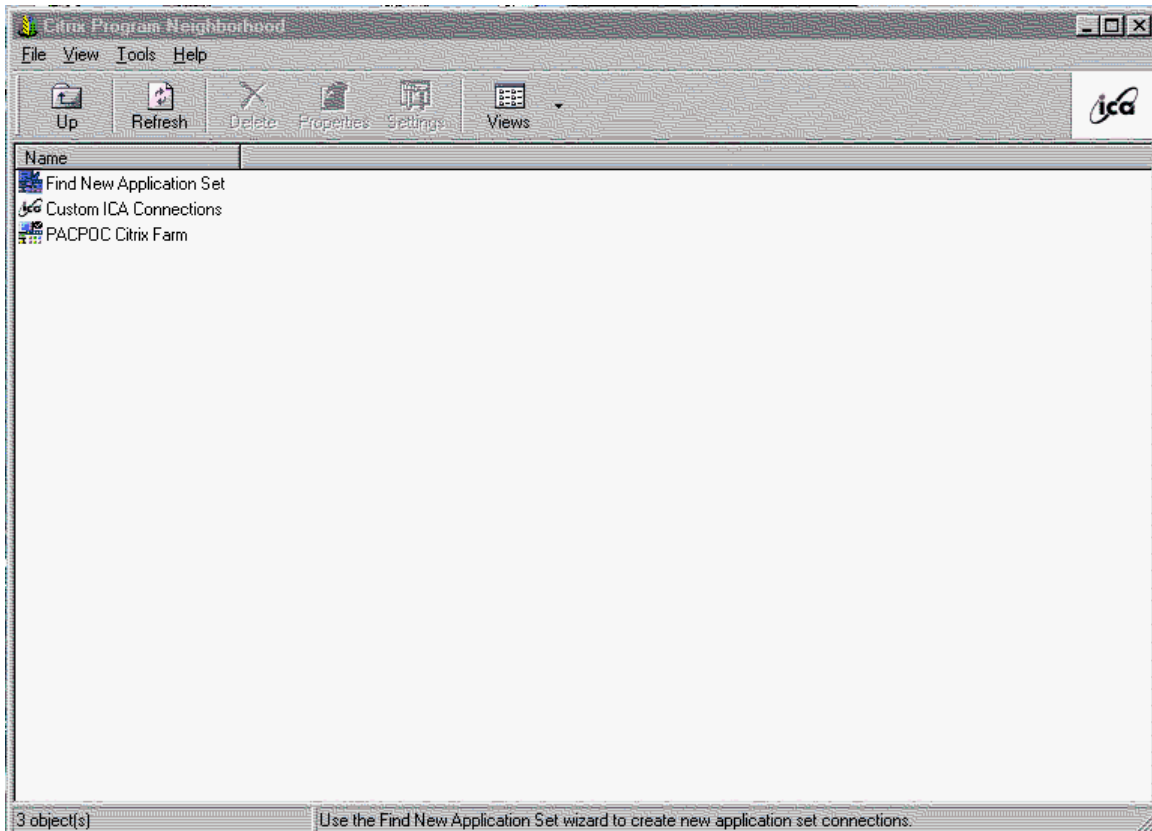


The logon screen should automatically be displayed (proceed with instructions at C below).

If the logon screen is not displayed

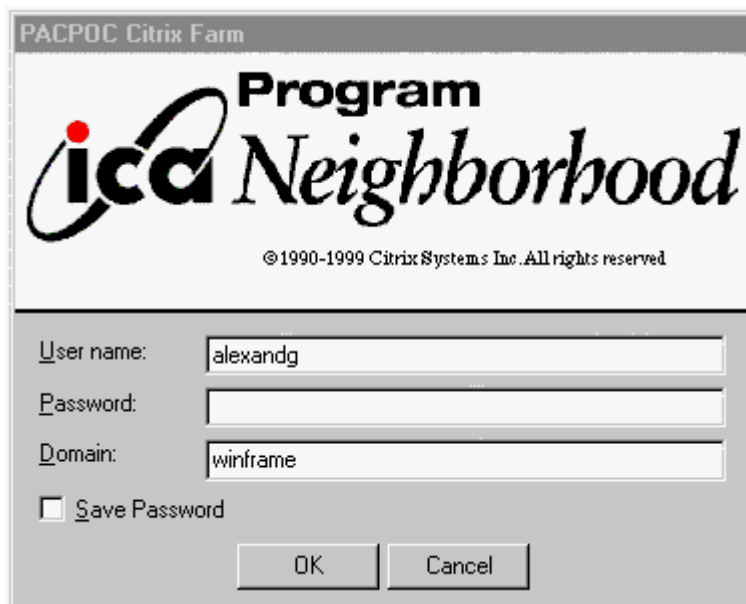
Double click on  Application Set Manager

B. From the *Citrix Program Neighborhood* screen shown below



Double click  PACPOC Citrix Farm to bring up the logon screen

C. At the PACPOC Citrix Farm logon screen shown below



Enter the **new** password in the **Password** box

Click the **Save Password** check box

Click 

Note: If you do NOT click the **Save Password** box, you **will be** prompted to enter the MetaFrame password **every time** you log on to Modern DCPDS, Regional Reports Application and / or Business Objects.

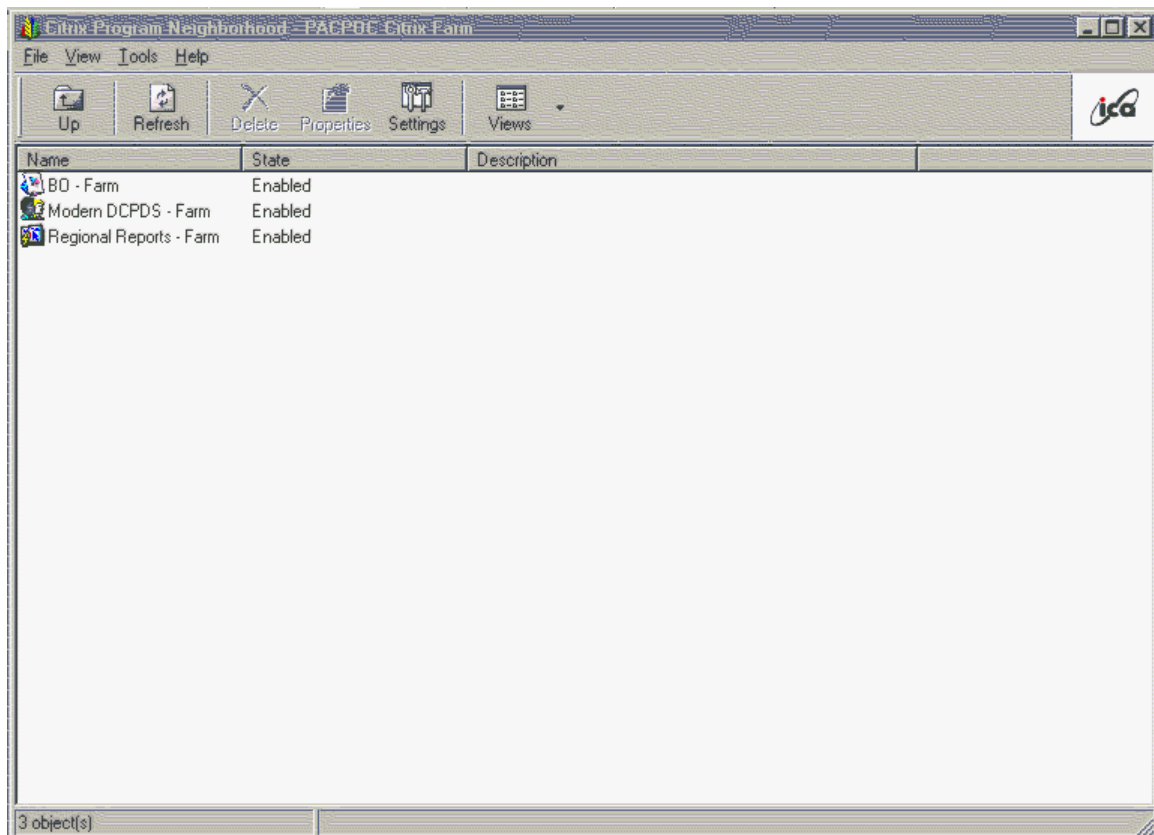
Note: Logging on to the PACPOC Citrix Farm will automatically

Add icons on the client PC's desktop **for those applications that you are authorized to run.**

Add the connections in the Citrix Program Neighborhood

The icons / connections that are created will depend on the access that your user id has been given.

Once you have logged on to the WinFrame LAN your Citrix Program Neighborhood – PACPOC Citrix Farm screen will look something like the screen below



Look for these icons on your desktop:

Modern DCPDS



Regional Reports Applicaton (CSU)



Business Objects Client



Double click the appropriate icon to run the desired application.

The WinFrame logon configuration information will be set for the next 90 days.

Refer to these instructions to re-establish your connection to the PACPOC Citrix Farm when the password expires in 90 days.